



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: EXECUTIVE DIRECTOR

MINISTRY: ATTORNEY GENERAL'S CHAMBERS

LOCATION: The job is based in Grand Turk but at the discretion of the TCI Public Service, it may be relocated to another part of TCI.

JOB SUMMARY:

This is a strategic and supervisory post to ensure the workflow of the legal and administrative office. The Executive Director is responsible for the day to day background tasks necessary to keep the Attorney General's Chambers running effectively and efficiently.

KEY DUTIES AND RESPONSIBILITIES:

The Executive Director will assist in coordination of the performance of legal and administrative tasks of the Chambers and provide general support for the Attorney General and Deputy Attorney General.

1. Analyse and supervise the workflow of the Chambers make recommendations for improvement of efficiency
2. Liaise with the Solicitor General, Principal Legislative Drafter and Principal Crown Counsels to prepare periodic reports to the Attorney General through Deputy Attorney General on the workflow in Chambers (including on a monthly or quarterly basis, as required)
3. Identify, formulate and recommend policies, procedures and projects designed to achieve objectives; analyse and review procedures to recommend and implement changes
4. Prepare annual estimates of expenditure for the Attorney General's Chambers in line with budgetary policies and priorities, including reports and related documents such as new spending requests and business cases
5. Co-ordinate responses to the Permanent Secretary, Finance, Accountant General and Budget Director in respect of the expenditure and workflow of the Chambers as requested
6. Oversee the administrative arrangements in the Chambers, including enquiries, bookings and diary management, filing and data management and any projects undertaken by the Chambers
7. In conjunction with both the Attorney General and Deputy Attorney General, set regular priorities and objectives for staff and oversee the meeting of those objectives including through the provision of regular structured appraisals and ongoing feedback.
8. Monitor the allocation of legal and administrative work within the Chambers
9. Ensure that staff understand how their activities and set goals that contribute to the strategies of the Chambers
10. Assist with providing training and development opportunities for staff, as appropriate





HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

11. Oversee the property control and inventory of furniture and equipment and that there is proper maintenance
12. Provide expert governance advice to ensure that the principles of good decision-making are adhered to and that risks are appropriately managed.
13. Oversee related or delegated duties and report to the Attorney General and Deputy Attorney General on the monitoring of tasks.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

The post holder must possess a bachelor's degree in Business Administration, Public Administration, Law or Accounting.

Experience:

The position required a minimum of seven (7) years' experience at a senior management level, in a legal environment, or equivalent administrative level within government.

The areas of experience should include but not limited to:

- Basic accounting principles/management and public administration
- Office Management
- Drafting meaningful reports, various types of correspondence and procedure manuals.

It is desirable that the post holder have a working knowledge of case management software, E-Court systems and Web based transaction processing.

SALARY: Grade 11.1 - \$101,355.00 per annum

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

**Current serving officers must apply through their Head of Department.
Applications without supporting documents will not be processed.**

